Midland College
DAAC 2271: Core Functions
2 Lecture Hours

*This course MUST be taken in conjunction with DAAC 2166: Practicum I

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Office Hours:________________

Course Description
Practical observation, training and experiences in the workplace. The college, with the employer, develops and documents and individualized plan for the student. The plan relates the workplace observation, training and experiences, to the student's general and technical course of study. The guided external experiences may be paid or unpaid. The course may be repeated if topics and learning outcomes vary in length. Classroom lectures will prepare the student for written and oral testing, the registration process, and completion of a Case Presentation that meets the guidelines of the Certification Board. In addition, these workplace experiences will be processed in the classroom.

Required Text/s:
Texas Department of State Health Services, Licensed Chemical Dependency Counselor Program, revised Sept., 2008.
* This document can be printed at www.dshs.state.tx.us/lcdc/lcdc_rules.doc
Herdman, John W., Global Criteria: The 12 Core Functions Of The Substance Abuse Counselor, 4th edition.

The Licensed Chemical Dependency Counselor Written Exam: A Preparation Curriculum. Prepared under the Center for Substance Abuse Treatment State Systems Technical Assistance Project.
*This document can be printed at www.dshs.state.tx.us/lcdc/LCDCwrittenExamPrep.pdf

Course Objectives
Upon successful completion of this course, the student will have as outlined in the learning plan:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

The Learning Plan will include that the student:

1. Demonstrated familiarity with the 12 Core Functions
2. Demonstrated familiarity with the KSA Global Domains
3. Demonstrated proficiency with the KSA Introduction to Transdisciplinary Foundations
4. Passed at least one LCDC written examinations at the 70th percentile or above
5. Completed 150 hours supervised Practicum work hours at an approved worksite
6. Begun preparation for registration with Texas Department of State Health Services as Counselor Intern (described in the Handbook of Rules section 150.24)
7. Demonstrate ethical and professional behavior as defined by the instructor, the ADAC Program Director, and the ethical implications as stated by the Department of State Health Services in the Licensed Chemical Dependency Counselor Handbook.

Please refer to the Department of State Health Services website at www.dshs.state.tx.us for licensure requirements.
Requirements
Students will:
1. Attend all classes and participate in discussions and activities
2. Complete reading assignments and study the material prior to class meetings
3. Complete out-of-class assignments
4. Take exams as assigned (exams may or may not be announced)
5. Practice professional conduct and ethics at all times
6. Practice respectful learning exchanges

Classroom Policies:
All students are required to come to class prepared, which means having assignments completed prior to class, not in class. All assignments shall be typed and presented in a professional manner and turned in on time.
The student is ultimately responsible for his/her own learning and professional growth, what you put into it is what you will get out of it! It is your responsibility to conduct a realistic self-appraisal of what you personally need to master and how you can best attain it. Challenge yourself to grow as an individual and a professional. Please respect the confidentiality of the classroom and discussions that are held.

LATE ASSIGNMENTS WILL NOT BE ACCEPTED!!!

CONFIDENTIALITY:  These classes prepare you for a career in counseling. Some class discussions will deal with confidential material of yours and other students. Privileged information that is shared may under NO CIRCUMSTANCES be repeated or shared outside the classroom. Written materials, your own feelings and insights may be shared. CAUTION: IF YOU ARE NOT SURE, KEEP THE TRUST!

Attendance: Is expected at each class meeting, unless excused, (See “Student Handbook”), it is also included in your grading criteria for this class. Attendance at the Practicum site is expected. Failure to complete the hours will result in the student receiving an “incomplete” or an “F” in the course at the discretion of the instructor.

Evaluation
The lecture will consist of 50 percent of the student’s overall grade; grading criteria is based on:
Attendance: 25%
Assignments: 25%
Midterm examination: 25%
Final Examination: 25%
The Practicum and the Lecture will be averaged to determine the student’s semester long grade.

A = 90 - 100%  D = 69 - 60%
B = 89 - 80%   F = 59%
C = 79 - 70%

ADA Statement
Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure proper authorizations.

Department Information:
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